

**SUBSECTION 110 – SCHOOL BOARD LEGAL STATUS**

**POLICY: 111. SCHOOL BOARD ELECTIONS**

The Arrowhead Union High School District Board shall be composed of nine members. School Board members shall be elected by a plurality vote of the electors of the Arrowhead Union High School District. One member shall reside in each of the seven (7) public elementary school districts contained within the boundaries of the Arrowhead Union High School District. Those elementary districts are: Lake Country, Hartland/Lakeside, Merton, North Lake, Richmond, Stone Bank and Swallow. The remaining two Board representatives shall reside within the Arrowhead Union High School District. All Board members are elected from the School District at large.

DATE OF ADOPTION: NOVEMBER 10, 1993

**POLICY: 112. SCHOOL BOARD AUTHORITY\*\***

The School Board of Arrowhead High School District is organized and operates under the statutes of the State of Wisconsin and under its own policies. Executive and administrative authority is delegated to the superintendent.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: JANUARY 11, 1995

**POLICY: 113. FILLING BOARD VACANCIES\*\***

If any Arrowhead Union High School District School Board member resigns or otherwise vacates his/her Board position before the expiration of his/her term, the remaining Board members will fill the position by appointment. The process of appointment will be accomplished as soon as possible within sixty (60) days of the vacancy and will be conducted in a manner as prescribed by Wisconsin's Open Meeting Law. A majority vote of the remaining Board members is required for appointments to the Board.

School Board members appointed for unexpired terms shall take office immediately upon having taken and filed the official oath of office.

DATE OF ADOPTION: DECEMBER 9, 2015

**SUBSECTION 120 – SCHOOL BOARD RESPONSIBILITIES**

**POLICY: 121. POLICY DEVELOPMENT**

The Board shall adopt policies as to the governance of the School District within state statutes and to guide the actions of those to whom it delegates authority. These policies shall be recorded in writing and shall be organized according to a standard policy classification system.

In formulating policies, the Board shall adopt general principles and statements of intent. The superintendent shall, when necessary, or when directed by the Board, prepare written regulations (procedures) to insure the implementation of Board policy. The procedures, as subsidiaries to the policies, shall be deemed to have the same legal effect as the Board-adopted policy.

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Compilations of all policies in force, along with administrative regulations, shall be appropriately bound, kept current, and made available for examination by any employee or any interested citizen of the School District. Such volume shall be placed in the office of each school principal. Policies and administrative regulations shall be placed in the offices of other administrative and supervisory personnel at the discretion of the superintendent of schools. The official controlling document shall be the electronic version maintained in the District office.

At any regular meeting of the Board, policies of the Board may be suspended, enacted, or amended provided that prior notice of the proposed action has been included as an action item on the agenda. Policies of the Board, under emergency situations, may be suspended, amended or adopted at any regular meeting of the Board by the unanimous vote of the entire Board without prior notice having been given.

The Policy Committee shall review yearly the Board policies and procedures and make recommendations for change to the Board of Education. These dates shall be recorded in the Official Record of Policy Handbook Additions and Revisions as maintained in the superintendent's office.

HANDBOOKS		
Policy 325.	Curriculum Guide	Board Review Annually
Policy 461.1	Coach's Handbook	Policy Committee Review Annually
Policy 611.	Student Handbook	Board Review Annually
Policy 711.1	Staff Handbook	Policy Committee Review Annually

DATE OF ADOPTION: NOVEMBER 10, 1993  
 DATE OF REVISION: JANUARY 11, 1995  
 DATE OF REVISION: MARCH 10, 2004  
 DATE OF REVISION: APRIL 25, 2005  
 DATE OF REVISION: AUGUST 10, 2016

**POLICY: 122. BOARD-ADMINISTRATOR RELATIONS**

The Board believes that policy making is one of its important functions, and that the implementation of policies is the function of the superintendent. The Board delegates powers to the superintendent so that he/she may manage the schools within the Board's policies, thus permitting the Board to devote its time to policymaking and evaluation.

The superintendent is responsible to the Board for the administration of the schools under applicable statutes and Board policies and for keeping the Board informed about school operations. He/she may delegate the responsibility and authority necessary for the operation of the schools to other designated officials who are serving in an administrative capacity.

The superintendent is responsible to the Board and its various committees for decisions that are made as a whole. Each Board member should show an understanding of the executive function in that the superintendent is to serve as a resource to the Board, Board committees and committee chairs. He/she should understand the desirability of delegating administrative responsibility, support the superintendent in his/her authorized functions, encourage teamwork between the superintendent and the Board and recognize problems and conditions that are of administrative concern.

DATE OF ADOPTION: NOVEMBER 10, 1993  
 DATE OF REVISION: APRIL 20, 1994  
 DATE OF REVISION: MAY 10, 1995

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**POLICY: 123. INTRABOARD RELATIONS**

The function of the Board is to evaluate, discuss and deliberate such matters as are brought before the Board. This is an obvious Board function. However, during the course of such deliberations and discourse, there may be disagreement. Nonetheless, in all instances, Board members shall strive to treat each other professionally.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: APRIL 20, 1994  
DATE OF REVISION: MAY 10, 1995

**SUBSECTION 130 – SCHOOL BOARD STRUCTURE**

**POLICY: 131. BOARD OFFICERS\*\***

The School Board shall annually elect a School District president, vice president, treasurer, and clerk from among its members at an organizational Board meeting held on or within thirty (30) days after the 4<sup>th</sup> Monday in April. However, the only authority lies with the Board as a whole.

DUTIES OF THE PRESIDENT

The president shall:

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Appoint all Board committees and chairpersons, unless otherwise provided. The president shall be an ex-officio member of each committee.
4. Sign all documents on behalf of the Board and co-sign checks in payment of lawfully incurred and properly approved expenditures.
5. Bring before the Board, pending discussion with the superintendent, whatever business may require its attention including the formation of the agenda.
6. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
7. See that minutes of the meeting are properly recorded, approved and signed.
8. Defend the School District from actions brought against the District.
9. Perform all other duties prescribed by Wisconsin state statute or by the Board.

DUTIES OF THE VICE PRESIDENT

The vice-president shall perform the duties assigned to the president in the event of the latter's absence or inability to act.

DUTIES OF THE TREASURER

The treasurer shall:

1. See that all monies paid to the School District are received and deposited promptly in the officially designated district depository.
2. Assure that a record of the receipt of said monies is properly kept.
3. Furnish a financial report at the annual meeting that reflects the money received and disbursed during the year.

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4. Co-sign checks in payment of lawfully incurred and properly approved expenditures.
5. See that designated reports to the state are properly made.
6. Perform such other duties prescribed by Wisconsin state statute or by the Board.

DUTIES OF THE CLERK

The clerk shall:

1. Oversee the care and custody of the record books and documents of the Board.
2. Cause written notice to be given to each member of the Board for all Board meetings and Open Meeting requirements.
3. Cause written minutes and audio recordings of each Board meeting to be kept and preserved.
4. Cause a report of the names and addresses of Board officers to be made to each municipality within the District.
5. Submit required reports to the municipal clerks.
6. See that each teacher receives a contract.
7. Cause tax levy certifications to be prepared and filed.
8. Administer the oath of office to School Board members.
9. Attest to any written contract to which the District may be a party when such contract shall have been authorized by the Board.
10. Co-sign checks in payment of lawfully incurred and properly approved expenditures.
11. Perform such other duties prescribed by Wisconsin state statute or assigned by the Board.
12. Convene a Board of Canvassers that must meet in open session within 24 hours of the close of the polls to determine the results of the referendum election. The canvass shall be open to the public and the District clerk is directed to give due notice of said meeting.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: DECEMBER 10, 1997  
DATE OF REVISION: AUGUST 10, 2005

**POLICY: 131.1 ARROWHEAD HIGH SCHOOL ENDOWMENT FUND, INC.\*\* (ADDENDUM)**

The president shall perform his/her duties described in the Arrowhead High School Endowment Fund, Inc. Bylaws, such as appointing directors, filling vacancies, and changing Bylaws, only at the direction of, and with the approval of, the Arrowhead High School Board of Education.

DATE OF ADOPTION: OCTOBER 13, 2004

**POLICY: 132. BOARD COMMITTEES\*\***

1. For study and recommendation of specific matters, the Board shall be organized into five (5) standing committees consisting of no more than four (4) members. Committee members shall be appointed by the Board president no later than the first regular meeting of the Board following the election of Board officers. The standing committees shall be:
  - a. Buildings and Grounds
  - b. Curriculum
  - c. Finance and Legislation
  - d. Personnel
  - e. Policy
2. Ad hoc committees shall be appointed by the Board president for specific questions as the need arises.
3. Each committee shall have a chairperson appointed by the president and shall develop its own procedures and set its own meeting times as necessary.

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4. Each committee shall consider those problems, communications, inquiries, policies, and other matters referred to it by the Board and superintendent for study and recommendation.
5. Each committee shall submit any action of the committee to the Board in the form of recommendations for consideration and action by the Board. Committee meetings shall be noticed in accordance with state statute.
6. An agenda for committee meetings shall be developed by the superintendent with the assistance of the committee chairperson. A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: OCTOBER 12, 1994  
DATE OF REVISION: JANUARY 11, 1995  
DATE OF REVISION: APRIL 25, 2005

**SUBSECTION 140 – SCHOOL BOARD MEMBERS**

**POLICY: 141. BOARD MEMBERS RESPONSIBILITIES**

A Board member is a representative of all the citizens in the Arrowhead Union High School District. Each individual is responsible for serving the best interests of the community and its students, utilizing all available resources toward that end. The oath of office requires each Board member to uphold the statutes and Constitutions of the United States and State of Wisconsin; but, in addition to that, Board members shall:

1. Maintain that the first priority is that of provider and guardian of the educational opportunities for the students in the District.
2. Act only when in an official board session; except an officer may take actions necessary to fulfill his/her duties.
3. Be responsible for overall management and control of the property and affairs, including the development of policies. School Board members shall not interfere with the day-to-day operation of the school. This responsibility is delegated to the administration. Together, the Board and administration must work to continually identify the needs, goals and priorities of the District.
4. Keep informed about current educational issues by individual study, review of information provided by the administration prior to meetings and participation in education-related programs. It is the individual Board member's responsibility to contact the administration or committee chair prior to the meeting for additional information and/or clarification.
5. Attend all meetings and be prepared at those meetings to act on issues before the Board. All Board members shall be assigned a minimum of two standing committees. Be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, be willing to support and promote its implementation.
6. Avoid all conflicts of interest – both pecuniary and nonpecuniary.
7. Be responsive to the public, maintaining open communication lines with citizens in the community, informing them of the educational needs of the District, as well as on actions of the Board and accomplishments of the District's educational program. Refer complaints to the proper school authorities and abstain from individual counsel and action.
8. As a local legislator, work under state and federal statutes. Communicate with state and federal legislators concerning the problems and needs involved in providing a quality education.
9. Consider the Board's role as the District's employer, making sure the District has able and well-qualified employees who shall serve in the best interest of the students. This should include providing for staff development and evaluation.

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10. Refrain from making disparaging remarks in public about school personnel or other Board members.
11. Encourage open and frank discussions with all Board members and the superintendent in closed sessions of the Board, as per Wisconsin Statutes, and that all information discussed in such sessions be kept confidential, except as otherwise required by statute.
12. Take no action that shall compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable statute.
13. All members are encouraged to participate in boardsmanship training activities.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: SEPTEMBER 14, 1994  
DATE OF REVISION: OCTOBER 12, 1994  
DATE OF REVISION: MAY 10, 1995  
DATE OF REVISION: APRIL 14, 1999  
DATE OF REVISION: APRIL 12, 2000  
DATE OF REVISION: JULY 10, 2001  
DATE OF REVISION: AUGUST 10, 2005

**POLICY: 142. BOARD MEMBERS CODE OF ETHICS**

Members of the Board of Education of the Arrowhead Union High School District shall be deemed fiduciaries in their relationship with the District. Accordingly, their actions are governed by the following conditions and guidelines regarding potential conflicts of interest.

- Board members of the District shall not use his/her position to derive any profit or gain, directly or indirectly, by reason of his/her position with the District.
- Board members of the District, or a spouse or dependent child of any such person, shall not have a financial interest in any contract entered into by the District with an aggregate value of more than \$15,000 (subject to state statute) annually.
- If a Board member has a pecuniary interest, either direct or indirect, in a matter before the Board, the Board member shall abstain from discussion, consideration, action, and voting on the matter regardless of the monetary amount involved.
- Board members of the District, or their immediate families, shall not accept anything of value from any supplier of materials, equipment, supplies, or services to the District under circumstances that suggest that the item of value was offered for the purpose of securing a concession from the District.
- Board members of the District shall not use District purchasing power and procedures to purchase goods or services for his/her personal use.
- Board members of the District shall not become involved in any business interest or transaction which is a supplier of goods or services to the Arrowhead Union High School District without disclosing such interest, and shall refrain from participation where a conflict of interest is found to exist.

DATE OF ADOPTION: APRIL 20, 1994  
DATE OF REVISION: MAY 10, 1995  
DATE OF REVISION: DECEMBER 10, 2003  
DATE OF REVISION: May 18, 2004

**SUBSECTION 150 – BOARD MEETINGS**

**POLICY: 151. REGULAR BOARD MEETINGS**

Regular meetings of the Board are to be held monthly at a time and date to be determined by the Board. In the event any regular meeting of the Board cannot be held due to unusual or conflicting circumstances, the meeting may be advanced or delayed by majority vote of the members of the Board. Public notice shall be given in accordance with state statute.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: JANUARY 11, 1995

**POLICY: 151.1 BOARD MEETING NOTIFICATIONS/AGENDAS\*\***

It is the duty of the superintendent as the executive officer of the Board to notify Board members of regular or special meetings of the Board. The meeting agenda shall be posted at the Arrowhead administrative offices, Merton Town Hall, the Board-approved official newspaper, and the District website. As a matter of course, notices shall be sent to the media.

An agenda for meetings of the Board of Education shall be developed by the superintendent with the assistance of the Board president. Also, at every regularly scheduled School Board meeting, School Board members may propose a topic to be added to a future agenda. An agenda item will be added for this purpose.

A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: JANUARY 11, 1995  
DATE OF REVISION: APRIL 25, 2005  
DATE OF REVISION: JANUARY 10, 2007

**POLICY: 151.2 RULES OF ORDER**

Robert's Rules of Order shall be followed.

DATE OF ADOPTION: NOVEMBER 10, 1993

**POLICY: 151.3 QUORUM**

A majority of the members of the Board shall constitute a quorum for the transaction of official business.

DATE OF ADOPTION: NOVEMBER 10, 1993

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**POLICY: 151.4 PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board recognizes its responsibilities to conduct the business of the District in an orderly and efficient manner and shall, therefore, require reasonable controls to regulate public presentation to the Board.

All delegations requesting the Board to take action on an issue at a regular Board meeting must be listed on the agenda.

In order to be listed on the agenda, the delegation (or delegated spokesperson) must contact and submit to the superintendent a written summary of the matter to be discussed prior to the formulation of the agenda (usually one week prior to the meeting date) so all Board members have a copy of this material prior to the Board meeting.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: JANUARY 11, 1995

**POLICY: 151.5 AGENDA FORMAT**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Notification of Open Meeting
- V. Board Minutes
- VI. District Bill List
- VII. Citizen Communications and Comments
- VIII. Superintendent's Report
- IX. Committee Reports
- X. Other Reports
- XI. New Business
- XII. Closed Session, if deemed necessary
- XIII. Future Agenda Items
- XIV. Adjournment

DATE OF ADOPTION: JANUARY 10, 2007

**POLICY: 152. SPECIAL/EMERGENCY BOARD MEETINGS**

A special Board meeting shall be held upon the written request of any Board member. The request shall be filed with the School District clerk or, in the clerk's absence, the Board president who shall notify in writing each Board member of the time and place of the special Board meeting. Such notice shall be given at least 24 hours before the special Board meeting. An emergency Board meeting may be held with a minimum of two (2) hours prior notice, if all Board members are present and consent, or if every Board member consents in writing even though he or she does not attend. Public notice of special/emergency Board meetings shall be given in accordance with state statute.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: JANUARY 11, 1995



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**POLICY: 153. PUBLIC INFORMATION**

The Board recognizes its obligation to inform residents in the School District of Board policy, practice and action, and to provide an opportunity for electors to express their personal views on school and educational matters.

To accomplish these objectives, the Board shall:

- a. Prepare and distribute information on matters of special interest determined by the Board, including the District website.
- b. Publish abbreviated minutes of Board meetings in the Lake Country Reporter.
- c. Make available agenda and minutes to individuals in the community who request such information.

In the interest of the Arrowhead School District, the Board shall, where appropriate, request Board representation at scheduled meetings of school organizations, town and village boards, and other public or private organizations in the District to aid in the discussion of questions pertinent to educational or operational concerns and to answer questions as they relate to the Arrowhead School District.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: MAY 10, 1995  
DATE OF REVISION: MAY 8, 1996

**SUBSECTION 160 – SCHOOL BOARD RECOGNITION PROGRAM**

**POLICY: 161. BOARD SPONSORED RECOGNITION PROGRAM\*\***

The Board shall recognize the longevity of service to the Arrowhead Union High School District by all employees (excluding contracted services personnel).

The Board also wishes to recognize retirements. Board members and employees shall be eligible to receive a recognition award upon retirement.

DATE OF ADOPTION: JULY 10, 2001